



Warehouse Operative – Job description

Job Title: Warehouse Operative

Reporting to: Operations Manager / Floor Supervisors

Responsibilities:

- Ensure the organised loading and unloading of vehicles, as required
- Ensure that the fruit and packaging, in rooms and surrounding areas are stored, checked and secured as required
- Ensure compliance with BRC, Organic Trust and customer specific rules and systems
- Ensure all MHE / equipment being used as trained & sign off sheet every day
- Ensure that the working area is kept safe, tidy and compliance with all H&S regulations
- Ensure that all standard operating procedures are carried out as per training
- Ensure that Manual handling is carried out as per training
- Ensure that correct PPE is worn always
- Ensure that standard operating procedure is carried out while doing probed boxes

Duties:

Intake

- Correct and safe operation of the loading bays and compliance with key policy
- Unloading vehicles
- Topping of Boxes on Intake to required pallet heights for entry to rooms.
- Compliance with QC Representatives on Intake Check and replacement of Ripe & Damaged Boxes
- Unloading and safe storage of packaging and other consumables as required
- Keeping work area tidy

Warehouse

- Load, unload and turn rooms as directed
- Correct housing of fruit, including room balancing
- Manage pack ahead storage
- Keeping work area tidy

Fruit to Production

- Supply fruit to production in timely manner and quantity
- Return of surplus fruit in a timely manner to the rooms, in full and strapped pallets
- Keeping work area tidy

Dispatch

- Load consolidation
- Assembly of product on correct pallets for Multiple & Wholesale Customers.
- Checking products, counts and destination.
- Timely and safe loading of vehicles, ensuring load security.
- Assisting truck drivers from production in where to line up packed fruit
- Correct and safe operation of loading bays and compliance with site key policy
- Correct filling out of paperwork & load sheets

Health and Safety

- Pallet exchanger daily emergency stop check
- To change broken pallets prior to loading in rooms or anytime a broken pallet is seen
- Good housekeeping and day end housekeeping, including filling out the cleaning records
- Completion of Scissor Register Daily
- Changing of broken pallets prior to loading in rooms, dispatch or anytime a broken pallet is seen
- Accident and near miss incident reporting and investigation as required
- Damage reporting
- Complete MHE, equipment daily checks, including fault reporting and correct charging procedures
- Compliance with H & S Policies
- Keeping work area tidy

Other

- Day end cleaning
- Comply with internal label control policy and ensure correct labelling of pallets at green intake and customer order preparation
- Complete daily, weekly & monthly cleaning/maintenance schedules as directed by Production Manager, Warehouse &/Or Ripening Manager.

Due to the nature of the business, the company must retain flexibility in its operation and you may be required, from time to time, to undertake work other than that advised as your main duties.

Any overtime will be agreed in advance with your line manager. Overtime will be paid at a rate of time and quarter up 36 hours in your short week and 48 hours in your long week. Any overtime worked over 36 hours in your short week and 48 hours in your long week

will be paid at time and half. Payment for working a bank holiday will be paid at time and half.

Employees will be issued with a uniform. If you are provided with such garments, wearing them becomes a condition of employment and you are expected to keep it / them clean and in a serviceable condition.

This job description is not an employment agreement or contract. The company has the exclusive right to alter or update this job description according to business needs at any time without notice.

I have received and read my Job description. I understand all my duties and that this acts as a guide only and is not exhaustive. I agree to undertake other duties deemed reasonable by management.

EMPLOYEE NAME: (please print) _____

EMPLOYEE SIGNATURE: _____

ISSUED BY: _____

DATE: _____